



## JOB POSTING

**Title:** Assistant Registrar  
**Reports to:** Registrar  
**Status:** Full-time

The assistant registrar is responsible for maintaining student records, certifying veterans, providing degree audits, processing transcripts and providing enrollment verifications.

- The successful candidate will have knowledge of record retention policies, FERPA, be able to maintain confidentiality, have excellent communication skills and working knowledge of Jenzabar or other school management system.
- Two years' experience in a college or university registrar office is preferred.
- Bachelor's degree is required.
- Must have superb customer service, the ability to define and analyze complex situations and manage multiple projects simultaneously.

Enjoy a 35 hour work week (8:30am-4:30pm), 14 paid holidays, generous vacation policy and comprehensive medical benefits. Free parking and a pleasant work environment make this an excellent opportunity!

*To apply, please submit a résumé and cover letter to [careers@ndc.edu](mailto:careers@ndc.edu). Please list the title of the position for which you are applying in your subject line of your e-mail.*